

**UCO Bank
Zonal Office,
2nd Floor, Arcade International, Ajmer Road
Jaipur**

Premises Required

UCO Bank desires to take commercial premises for shifting of its Johari Bazar, Jaipur branch on lease having 1500 sq.ft. (approx.) carpet area preferably on ground floor or Ist/2nd Floor situated within radius of 2 KMs from existing premises of branch. Premises should be commercial with basic amenities including parking space.

Details may be collected from Zonal Office, Jaipur or can be downloaded from our bank's website at www.ucobank.com

The last date for submission of application (Technical bid and Financial bid) in two separate sealed cover on prescribed format is 05.10.2016 to this office.

Bank reserves the right to cancel the notification without assigning any reason, whatsoever may be, at its sole discretion.

Zonal Manager

UCO BANK
ZONAL OFFICE, JAIPUR

REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers in two separate sealed covers containing technical details and financial details on prescribed format are invited from the interested parties, who are ready to lease out (on long terms preferably for 10/15 years or more) their readily available premises having carpet area of 1500 sqft(approx.) preferably on ground floor or Ist/2nd Floor for shifting of our Johari Bazar, Jaipur branch at the following places.

| Branch / Office | Preferred location | Carpet Area (sft.) |
|--------------------------------------|--|---------------------------|
| Johari Bazar, Jaipur(Badi Chopar) | Jaipur City Within radius of 2 KM from existing premises of branch | 1500 sqft (approx) |

The following terms & conditions should be complied with , while submitting the offer for the proposed premises:

- Applicant will be required : (i) to provide proof of ownership along with application and (ii) NOC for opening of bank/ATM st from Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title to the property.
- Premises should be located on ground floor..
- The premises must be suitable from the security point of view and have all basic amenities such as adequate sanitary arrangements, water and electricity, natural light and ventilation.
- The premises structure should be strong enough to bear the weight of Strong Room, Strong Room Doors, Safe & Lockers Cabinet . **Construction for Strong Room as per Bank's/RBI's specification should be done by the Landlord at his own cost.** However, strong room door, and security ventilator cum exhaust fan will be supplied by the Bank.
- The offerer will have to execute Bank's standard lease deed and bear 50% cost of execution and registration of Lease Deed.
- The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed , related to the premises.
- The offerer is to provide space for Generator Set,V-SAT Antena,installation of outdoor of units of AC,Toilets and parking free of cost.space for installation of solar plant free of cost if Bank install.
- The offerer is to provide three-phase power connection with minimum power load of 20 kva for the purpose.

- It is preferred that landlord will construct the premises strictly as per specifications including flooring with vitrified tiles (for branch)/strong room)/ceramic tiles for toilets, internal and external painting with plastic emulsion/weather coats grazed windows with aluminium frame, roller shutter/collapsible gates at entrances, electrical wiring for lights/fans/5-15 AMP plugs/gents toilets, ladies toilets, patrol corridor, record room, flush doors, internal staircase(if spread over to floor). Bank will undertake electric wiring for computer and AC.
- Land lord should not have any objection if Bank installs ATM within its premises.
- Landlord will provide us the space for fixing the signboards within no extra cost.
- Landlord may get in touch with Zonal office, Jaipur to obtain the specification of strong room.
- Rate of rent should be quoted on the basis of **carpet area**.

The sealed cover containing technical detail should be marked envelope no. 1 and super scribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & super scribed with Financial Bid. Both these covers duly sealed should be put up in the third cover super scribed with “Offer of Premises for UCO Bank, Johari Bazar Jaipur branch” and it should also bear the name, address and contact number of the offer on all the three envelopes. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank, 2nd Floor, Arcade International(Orbit Mall) Civil Lines, Ajmer Road Jaipur.

The offer as above should be submitted in the bank’s prescribed format only which may be obtained from Zonal Office, IInd floor, Orbit Mall, Civil lines, Ajmer Road Jaipur or downloaded from Bank’s website.

The Bank reserves the rights to accept or reject any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the bank.

Zonal Manager

Encl :- Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

Note: Carpet area will not include the followings.

1. Common areas shared with other co-tenants.
2. Areas covered by walls, Pillars.
3. Space covered by toilets, staircase, uncovered verandah, corridor and passage.

Details of formalities and documents required for premises.

(Advertisement dated 21.09.2016)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 05.10.2016
- While filing the quotation forms, please ensure to follow below mentioned instructions:
 - ❖ Submit copy of ownership document along with technical Bid.
 - ❖ You have to submit copy of “NOC” from competent authority.
 - ❖ Fill up all the information asked for in the enclosed form itself.
 - ❖ Do not quote rent / sale price any where in Part I of the form
 - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part I of the form.
 - ❖ Each part should be kept in a separate cover and the cover containing technical details should be marked ‘Envelope No.1 – Technical Bid’ and the cover containing financial details should be marked “Envelope No.2 –Financial Bid’. Both these covers, duly sealed, should be put in a 3rd cover super scribed with “Offer of Premises for UCO Bank Johari Bazar, Jaipur”.
 - ❖ All the three envelops should also bear the name and address, phone no./mobile no. of the offerer.
 - ❖ Separate applications as per prescribed proforma, duly filled, signed & sealed, be submitted in respect of each offer. This is applicable for both the bids i.e. Technical & Financial e.g. if any offerer is interested for two offers, he/she/they should submit two separate sealed covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
 - ❖ The 3rd cover, duly sealed, should be addressed to the Zonal Office, Jaipur..

Please note that Offer submitted in other format/paper will not be entertained by the Bank and such offers will be liable for rejection. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason.

Encl. **Offer form in two parts.**

PART – I : TECHNICAL BID FOR _____
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
UCO Bank.
Zonal Office Jaipur

Dear Sir,

The details of space which I/we offer to lease out to the Bank are as under:

- 1) Name of owner/s :
- 2) Share of each owner, if any, :
under joint ownership
- 3) Location:((address of premises offered)
 - a) Name of the building :
 - b) Number of street :
 - c)Ward / Area :
- 4) Building
 - a) Type of bldg. : (Residential/Commercial/Industrial/Mixed : Attach proof)
 - b) Size of Plot:_____sft., Front Road Width:_____sft,
 - c) Type of building (Load bearing/RCC/framed structure)
 - d) Clear floor height from floor to ceiling:
 - e) Rentable Carpet area in sqft offered to Bank
 - Ground Floor / First Floor2nd floor.....
 - Basement
 - f) Specification of construction
 - 1) Floor
 - 2) Roof
 - 3) Walls
 - 4) Doors and Windows
 - 5) Are M.S. Grills provided to windows? Yes/No
 - g) Running water facility available Yes/No
 - h) Sanitary facilities available. Yes/No
 - i) Electricity supply with separate meter available Yes/No
 - j) Parking facility Yes/No.
5. The following amenities are available in the premises or I/We agreeable to provide the following amenities(Strike out which ever is not applicable)
 - i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.

- ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- iii) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- iv) All windows will be strengthened by grills with glass and mesh doors.
- v) Required electrical power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided wherever necessary, electric meter of required capacity will be provided.
- vi) Electrical facilities and additional points(lights, fans-power-power) as recommended by the Bank will be provided.
- vii) continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
- viii) separate toilets for Gents and ladies will be provided.
- ix) Space for displaying of Bank\s sign Board will be provided.

6. Declaration

- a) I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
- b) The charges/fees toward scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- c) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room doors, partitions and other furniture put up by you.
- d) If my/our offer is acceptable, I/we will give you possession of the above premises on.....

I/We agree to execute Lease Deed in Bank's standard format.

My / Our offer will be valid for next three months from the date of offer

Signature of the offerer

Name:_____

Address:_____

Place:

Date:

Contract No.:_____

(Must also be mentioned on envelope)

PART-II FINANCIAL BID FOR _____
(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager
UCO Bank
Zonal Office Jaipur

Dear Sir,

I/We offer to lease my/our space in the premises located
at _____

(Other details of which are given in Part-I) as following rate:

| Floor | Carpet area (in Sq. ft.) | Rate (Rs.per sq.ft.) | Total rent per.month. (Rs.) |
|--------------|-----------------------------|-------------------------|--------------------------------|
| Ground floor | | | |
| Ist Floor | | | |
| 2n floor | | | |

I/We agree to :

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the concerned premises
- iii) Bear the cost of execution and registration of lease deed .
- iv) To lease the premises in favour of Bank for _____ years (initial period)
plus _____ options of _____ years each with _____ % increase in rent at
each 5 years.

Any other terms and conditions (Please specify)

Contd...2

My/Our offer will be valid for next three months from the date of offer.

Signature of the offerer

Name : _____

Address _____

(Mobile No.

Place:

Date

Note:- Carpet area will not include the followings:

- i) Common areas shared with other co-tenants.
- ii) Areas covered by walls, pillars .
- iii) Space covered by toilets, staircase, uncovered verandah, corridor and passage .